



## STATE LOGISTICS CENTER

3700 Airport Way ~ Fairbanks, AK 99709  
(907) 451-2680

March 12, 2008

Dear Vendor,

You have participated in or expressed an interest to participate in our Emergency Equipment Rental program. Our usual equipment needs include items such as trucks, trailers, boats, water tenders, fuel trucks, ATV's, generators, pumps, portable toilets, caterers, office machinery, buses, and other heavy equipment.

All previously approved Emergency Equipment Rental Agreements expired on December 31, 2007. All vendors need to submit new documents to participate in the program. All new approved agreements will be valid until December 31, 2009. Information and forms can be accessed at the following website:

<http://www.dnr.state.ak.us/forestry/equipment.htm>

Equipment can be offered by completing the Emergency Equipment Rental Agreement Form (OF-294), Emergency Equipment Rental Agreement Form (OF-294 cont), Request for Taxpayer ID# and Information Substitute Form W-9 and Supplemental Engine Requirements Form (required only for Fire Engines). All documents are in Adobe PDF format except the OF-294 forms include Microsoft Word versions that can be edited electronically. Mail completed documents to the following address:

DNR- Division of Forestry  
State Logistics Center  
3700 Airport Way  
Fairbanks, AK 99709

The OF-294 form will be reviewed for accuracy and compliance. Any changes or modifications to the original documents will be agreed upon by the vendor. A designated Contracting Officer will sign the forms in Block (s) 20 – 22 to complete the agreement process. A copy of the signed form will be returned to the vendor.

This is a solicitation of interest and is not a request to rent equipment or services. Completing these forms *does not commit* your equipment in any way to the Division of Forestry until we have contacted you to hire your equipment for a specific purpose. If your equipment is available and we use it, then the terms you have specified on the Emergency Equipment Rental Agreement will be binding. **Please read them carefully.**

The State of Alaska pays daily rates. Please review the State of Alaska EERA Rates for use in completing your offer. Be sure to include either your Federal Tax Number or Social Security Number in Block 4b. DUNS numbers are not required. If you would like to receive payment electronically, please read through the EDI packet, fill out the State of Alaska Electronic Payment Agreement form and mail it to the address shown on the top of the EDI remittance sheet, or fax it to (907) 465-3798.

The following blocks should be left blank on the Emergency Equipment Rental Agreement Form (OF-294): 1, 2, 3, 6 and 10. Block 1 and 6 will be the Division of Forestry Office

closest to your business. Block 2 will be a number we will generate at the State Logistics Center. The beginning date in Block 3 will be the signature date of the Division of Forestry Contracting Officer. Block 10 is not applicable to the State of Alaska. We will add this information to complete the form.

Include all of the applicable items below when completing Block 11 on the Emergency Equipment Rental Agreement:

- ✓ ICS Type
- ✓ Rental Class
- ✓ Make
- ✓ Model
- ✓ Year
- ✓ Serial No.
- ✓ Accessories
- ✓ Horsepower
- ✓ Water tank size
- ✓ Fuel truck certification for aircraft fuel
- ✓ Gross Vehicle Weight

Please consider offering your equipment with one or two operators. If you are able to provide two operators, be sure to enter the number "2" in Block 12 and insert the appropriate double crewed rate in Block 13a on the line directly below your single operator entries. The Unit abbreviations are as follows: Daily/SS = Single shift with one operator; Daily/DS = Double shift with two operators.

A Special Rate, Block 14 shall apply when an additional rate is charged in addition to the daily or weekly rate for the same piece of equipment; example, daily plus mileage.

A Special Transport rate would be as follows:

#### Available in Readiness Status

This rate is designed for the situation where the agency official-in-charge at the incident, deems it is necessary to hold the transport in readiness status at the incident. This would typically apply to a vendor who is the operator of the transport and the equipment it is delivering. A **Special Rate** (half of the daily rate) will be paid for the transport. The EERA should include in the Remarks: "When incident commander or representative deems it necessary that the transport be held at the incident without operator, a Special Rate (half of the daily rate) will be paid." Travel to and from incident will be paid at the regular operating rate. In this case the transport equipment must be ordered by the incident noting it is "to be available in readiness status" and does not need an additional operator.

It is assumed that equipment offered is available for use in any emergency situation unless stated otherwise in Block 16, Special Provisions. Please indicate in Block 16 if you are only available to work in a particular geographical area.

Please review the Vehicle/Heavy Equipment Safety Inspection Checklist to become familiar with the inspection requirements that must be met before a resource can be dispatched to an incident.

By signing the Emergency Equipment Rental Agreement you are agreeing to carry

statutory worker's compensation coverage as well as adequate liability insurance. This insurance coverage does not have to be activated until you're hired by the Division of Forestry.

The Division of Forestry policy prohibits hiring Division employees' equipment and restricts contracting with immediate family members of Division employees. This policy is in compliance with Alaska Statute 39.52, which governs ethical conduct of State of Alaska employees. If you think you may have a potential conflict of interest contracting with the Division of Forestry, disclose your familial relationship with the Division employee when you submit your offer forms. Your information will be reviewed and a determination will be made regarding the ability to hire your equipment.

Payment will be made on basis of calendar days (0001 – 2400). For first and last days of time under hire, equipment will be paid a daily rate if equipment was on shift for 8 hours or more, equipment will be paid ½ the daily rate if it was on shift for less than 8 hours. If either the equipment is inoperable or operator is unavailable when needed in any calendar day (downtime), the deduction from the daily rate is calculated by converting the length of shift from the Incident Action Plan (IAP) to determine the hourly rate and pay the Contractor for total hours worked during the shift (not to exceed the daily rate).

The State Logistics Center is open Monday-Friday, 0800-1700. You can stop by our office or call for assistance at 451-2664 or 451-2686. Our Division offices in Tok, Delta, Copper River, Fairbanks, Palmer, Soldotna and McGrath will have hiring information packets available if you are unable to access our website or prefer paper copies of the Hiring Information packet.

We look forward to working with you in the upcoming fire season.

Sincerely,

ROBERT DICKERSON JR  
State Logistics Center Coordinator  
(907) 451-2664